



2017 Indiana Black Expo Summer Celebration



Friday, July 14 – Heritage Music Festival

Department of Business & Neighborhood Services
Information Packet

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Summary

Section 986-201 of the Revised Code of the Consolidated City of Indianapolis states, “notwithstanding any other provision of this Code, the following activity shall be permitted within the special event zone boundaries during a civic sponsored special event, provided that a limited duration license is first issued by the Division of Construction and Business Services.”

This packet provides a brief summary of activities affected by the implemented Clean Zones that may necessitate Limited Duration Licenses (LDLs). An LDL, defined by section 986-101 of the Revised Code of the Consolidated City of Indianapolis, is “a license issued by the Division of Construction and Business Services for a limited time frame within a defined area and for certain activities as authorized by this chapter.”

LDLs are subject to review by the Event Sponsor and required for any of the following activity, unless noted otherwise in this packet:

- Temporary Vending
- Sampling
- Temporary Signs
- Temporary Structures
- Currently Licensed Activity (where applicable)
- Use of Previously Vacant Structures
- Mobile Wireless Facilities

Additionally, a Clean Zone timeline, maps of the Clean Zone(s), frequently asked questions, and contact information for both the Department of Business & Neighborhood Services and the Event Sponsor is provided within this packet.

A copy of [Chapter 986](#) of the Revised Code is posted on the Special Events website: <http://www.indy.gov/specialevents>.

For questions and information, please contact the Department of Business & Neighborhood Services Division of Construction and Business Services via email at specialevents@indy.gov or telephone at (317) 327-4316.

Please be advised that all information included in this packet is provided for informational purposes and may be subject to change. Changes and modifications will be posted on the special events [website](#).

Relevant Dates

June 15

Distribution of Clean Zone Information Packet

Department of Business & Neighborhood Services (“BNS”) begins accepting applications for all Limited Duration Licenses (“LDLs”)

Spaces within existing buildings that are vacant on this date are required to obtain an LDL prior to occupancy

July 11

Final day to submit required structural permit applications to BNS to ensure time for processing

Final day to submit LDL applications to BNS for:

- Vending
- Sampling
- Signs
- Temporary Structures
- Mobile Wireless Facilities

Initial day that licensed temporary signs may be erected, unless approved otherwise

Initial day that licensed mobile wireless facilities may be erected

Construction of licensed temporary and permitted temporary structures may begin

July 14

Event activity period begins; Clean Zone requirements are in effect

Initial time that licensed temporary vending may begin

Initial time that licensed sampling may begin

July 14

Event activity period ends. All temporary licensed activity must cease (including, but not limited to, occupancy of temporary structures)

July 17

All licensed temporary structures must be completely removed

Licensed temporary signs must be completely removed

Licensed mobile wireless facilities must be completely removed

Activity Specific Information

Cart Vendors

Cart vendors will be required to obtain an LDL and Event Sponsor approval to work within the Clean Zone. LDLs are free of charge for currently licensed cart vendors.

Any unauthorized cart vendor found operating outside of their annually designated zone is subject to enforcement action from BNS inspectors and IMPD.

Food and Merchandise Trucks

No vendor may set up within fifty (50) feet of the Clean Zone boundaries defined on the map below without an LDL and direct approval from the Event Sponsor. Temporary Vending LDLs are \$75.00.

Any unauthorized vendor found operating within the Clean Zone during the period designated above is subject to enforcement action from BNS inspectors and IMPD.

Downtown Restaurants, Bars, and Hotels

As with previous Civic-Sponsored Special Events, any temporary vending, structures, or signage placed outdoors will require Event Sponsor approval and the issuance of an LDL from the Department of Business & Neighborhood Services. The fee for each LDL is \$75.00.

Vending includes, but is not limited to, selling or distributing goods, free or for a cost, directly to the public, that is otherwise not permitted within the scope of your license.

Any unauthorized vending, structures or signage found within the Clean Zone during the period designated above is subject to enforcement action from BNS inspectors and IMPD.

Sidewalk Cafés

This clean zone will not affect day-to-day operations of existing sidewalk cafes; however, there should be no outdoor vending directly from your café to the public.

Prohibited Activity

Temporary Vending and Sampling

The outdoor sale or distribution of food and/or merchandise that has not been approved by the Event Sponsor, and that has not obtained a Limited Duration License from the Department of Business & Neighborhood Services, or that is not associated with a private event in a licensed temporary structure, will be prohibited.

The boring or cutting of any kind into a public way (including but not limited to a street, sidewalk, or alley) as part of a licensed temporary food or merchandise sales operation will be prohibited.

Signage and Advertising

Mobile advertising signs of any kind shall be prohibited with the exception of IndyGo buses and authorized event buses. Mobile advertising signs include any advertising on or attached to a vehicle, portable device, or person.

Food stands, booths, carts, pedal cabs, trucks and trailers may not contain signage unrelated to that specific vendor and may not be used as mobile advertising instruments or billboards.

Signs located on buildings that are declared unsafe as determined by BNS are prohibited.

Freestanding signs will be prohibited. For applicants other than the Event Sponsor, only wall signs will be permitted with a Limited Duration License and approval from the Event Sponsor.

Event Clean Zone Map

Heritage Music Festival

July 14, 2017 (4:00 pm – 11:59 pm)



EVENT CLEAN ZONE

Friday, July 14, 2017
4:00 pm – 11:59 pm

EXPANDED CLEAN ZONE

Friday, July 14, 2017 –
Sunday, July 16, 2017
4:00 pm – 11:59 pm

Event Clean Zone Boundaries

North – 10th St between Capitol Ave and Delaware St

South – Ohio St between Capitol Ave and Delaware St

East – Delaware St between 10th St and Ohio St

West – Capitol Ave between 10th St and Ohio St

Expanded Clean Zone Map

As we look at increasing security for major events, an Expanded Clean Zone, shown below, has been established to better protect the citizens of Indianapolis and guests to our city.

July 14, 2017 – July 16, 2017 (4:00 pm – 11:59 pm)



EVENT CLEAN ZONE
Friday, July 14, 2017 4:00 pm – 11:59 pm
EXPANDED CLEAN ZONE
Friday, July 14, 2017 – Sunday, July 16, 2017 4:00 pm – 11:59 pm

Expanded Clean Zone Boundaries

North – 10th St between White River and East St

South – McCarty St between White River and East St

East – East St between 10th St and McCarty St

West – White River between 10th St and McCarty St

Frequently Asked Questions (FAQS)

Q: What is the Event Clean Zone?

A: The Clean Zone is a geographically defined area where an Event Sponsor has the ability to approve temporary activity based upon the content or type of activity. This approval is limited to temporary activity and decisions are made in conjunction with the City of Indianapolis to ensure that the interests of residents and neighbors are balanced with those of the event.

Q: What is the Expanded Clean Zone?

A: The Expanded Clean Zone is a geographically defined area where we are unable to authorize additional events or temporary activities due to limited city resources. The expanded Clean Zone has been implemented by IMPD in conjunction with The Department of Business & Neighborhood Services to better protect the citizens of Indianapolis and guests to our city.

Q: How will my existing business operation be affected by the Clean Zone?

A: All lawful, existing business operations not engaging in temporary activity will not be affected by a special event or creation of a Clean Zone. If you wish to make an improvement during this period that is not temporary, you will have to use the typical process to obtain permits, Regional Center approval, etc.

Q: If I am erecting a temporary structure that has advertising signs or mobile food set up within it, do I need to obtain multiple LDLs?

A: Yes, a separate LDL application, fee, and approval are required for each type of temporary activity. For example, a tent that has a large advertisement imprinted on its roof would require an LDL for the temporary structure and the temporary sign. Any sales within the tent would also require a separate LDL for temporary vending.

Q: Where should I go to apply for a LDL?

A: LDL applications can be found at www.indy.gov/specialevent. Applications can be returned via email to specialevents@indy.gov, in person, or mailed to the Department of Business & Neighborhood Services, located at 1200 Madison Avenue, Suite 100, Indianapolis, Indiana 46225.

Q: How do I pay for a LDL?

A: Payments are not required at the time the application is submitted. If you do wish to pay in advance, you may include a check with your application(s) made payable to the 'City of Indianapolis.' Otherwise, once your application is processed you will receive an email with online payment instructions. Most LDLs are \$75.00. LDLs that require a bond or inspection are \$139.00.

Contact Information



City of Indianapolis

Department of Business & Neighborhood Services

1200 Madison Ave, Suite 100
Indianapolis, IN 46225

(317) 327-4316 (P) | (317) 327-0817 (F)
specialevents@indy.gov | <http://www.indy.gov/specialevents>



Indiana Black Expo

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